Online Drug Recognition Expert Data Tracking Form

Users Guide

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TEEX Law Enforcement & Security Training Division
The Texas A&M University System

User's Guide: Online Drug Recognition Expert (DRE) Data Tracking Form

Welcome to the online DRE Data Tracking form! This easy-to-use system was developed by the Texas Engineering Extension Service's Web Development Group and is available at http://teexcit.tamu.edu/Data Tracking. To use this online web tool, you will need access to the World Wide Web and must have a web browser in order to view the site. It is recommended that you use Microsoft Internet Explorer 4.0 or greater. You may also use Netscape Communicator 4.0 or greater, though the use of Internet Explorer is suggested.

Once you have located the web site by using the aforementioned web site address, you will be able to perform a number of functions. You will have the ability to:

1. Input drug information on the online Data Tracking form.
2. Enter toxicology reports.
3. Create online and on-the-fly reports.
4. Manage your DRE information online, including user and region/agency information.

This user guide will walk you through all of the necessary steps required to successfully manage and utilize this online tool. If at any time you have questions, please refer to the FAQ section at the end of this guide. If you cannot find the answer to your questions in the FAQ section, then you may contact TEEX technical support.

To contact the Texas Engineering Extension Service's web support service, please visit the following web site: http://teexcit.tamu.edu/support. Or, you can email a technical support technician directly by sending inquiries to WebSupport@TEEXmail.tamu.edu. As soon as your inquiry has been received, a technical support technician will contact you via email to supply an answer to your question or to request further information.

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Getting Started and Logging In

As previously mentioned, the DRE Data Tracking form is an online web tool that is only accessible through the World Wide Web. In order to successfully utilize this system, you will need to be online and have constant access to the site. You may work offline, but you will be unable to upload any information or perform any reporting functions. Therefore, it is best if you stay online the entire time that you are using the system.

Once you have accessed the site by going to http://teexcit.tamu.edu/Data Tracking, you will need to have a user ID and password to proceed any further. In order to obtain these, you will need to contact your regional administrator or agency representative, whom will in turn contact the regional administrator. As soon as you obtain a user ID and password, please be sure as to not lose either of these important pieces of information. Your user ID and password are unique to you and will allow you to gain access to the DRE Data Tracking form.

Note: If you forget your user ID, please contact your administrator immediately. Please be sure that your administrator knows that you have an account setup already on the system. This will ensure that you will be granted access to your currently active account and *not* a new one.

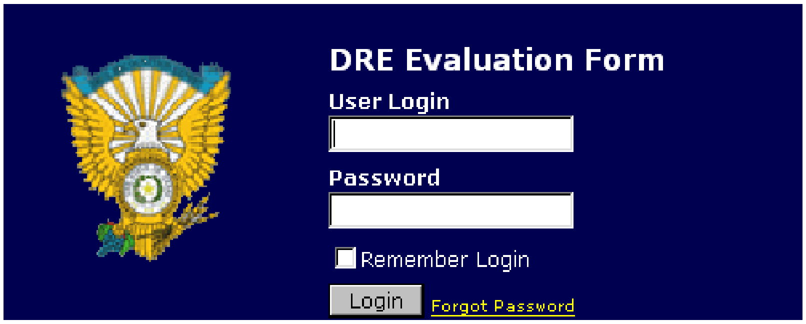


Figure 1.1

Note: If you remember your user ID but *not* your password, then please select the option labeled "Forgot Password" located next to the **Login** button (see figure 1.1). When you do this, a new pop-up window will appear that will ask for your email address. If your email address is in our databases, we will send you your password via email. If it is not located, then you will need to contact your administrator.

Figure 1.1 illustrates what the login form will look like on the DRE Data Tracking form web site. You will be required to first input your user ID, or user login, and then your password. You may use your computer's **TAB** button to move from one field to the next without having to use the mouse.

Below the two input fields for your user ID and password is a button next to the phrase "Remember Login". By default, this button will not be checked when you enter the site. However, if you would like your browser to remember your password the next time that you visit so that you do not have to enter once again, you may check this box. Please note that your password will only be saved for 30 days after which time you will need to enter your user ID and password once again on this screen.

Warning: If you share a computer with someone, or if you are on an unsecure system, please do *not* check the "Remember Login" button. Only select this option if you are on your own computer where security will not be an issue. Otherwise, someone may be able to gain access to the Data Tracking form using your login information.

If you select the "Remember Login" button by accident and would like to have the system forget your password, please refer to the *Logging Out* section of this user guide.

Once you are ready to proceed with the login procedure and have inputted both your user ID and password (and have either left the "Remember Login" checkbox empty or have selected it), press the **Login** button. Once you do this, you will move into the secure section of the web site. If you left the "Remember Login" button un-checked, then your password will expire or will be "forgotten" when you close your browser. The next time that you enter the site, you will be required to input both your user ID and password one more time in order to gain access.

Figure 1.2

Before you see any information on the site, a pop-up window will appear stating that "Your password will expire when you close your browser" or that "Your password will be saved for 30 days." The message that you receive depends on whether or not you checked the "Remember Login" button on the login screen. If you do not select the remember feature, then you will be shown figure 1.2. If you do select this, then you will see figure 1.3, both of which you will need to select **OK** on in order to proceed.

Figure 1.3

Once you have closed the pop-up window, you will be at the front page of the DRE Data Tracking form web site. Please take a moment to view all of the information that is presented to you both on your screen and in figure 1.4 of this user guide. Please note that what you see on your screen may vary slightly from what is illustrated in this guide. Depending on your level of access (i.e. agency, regional, DRE administrator, etc.) you may see slight differences in the site. If you have any questions about an option or capability of the site that is not covered in this user guide, please feel free to contact TEEX web support at the email provided in the introduction to this user guide.

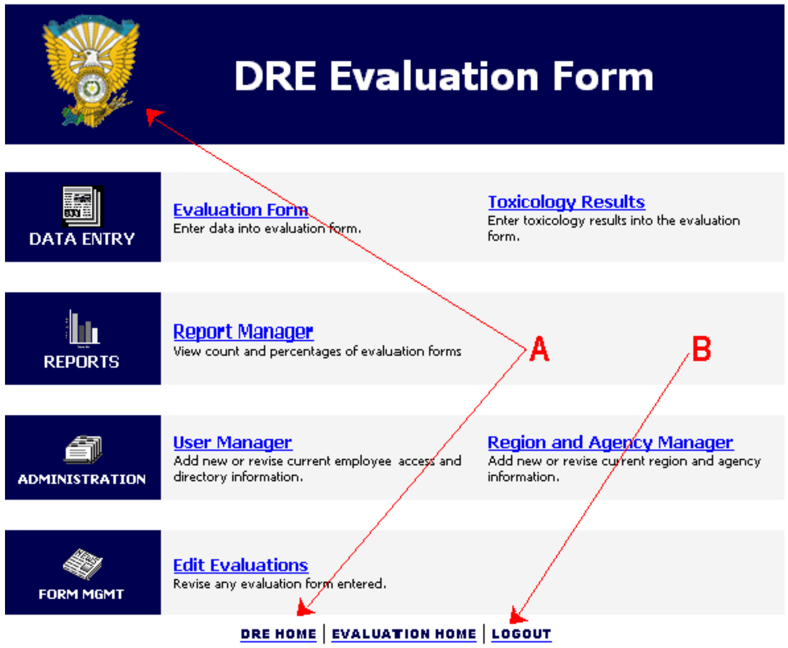


Figure 1.4

On the main screen of the DRE Data Tracking form you will notice that options are grouped together in different sections. These sections are set apart from others by a blue heading located on the left-hand side of the screen, and then the available options for that heading located to the right of the heading in the gray shaded area. There are four sections on the site: (1) Data Entry, (2) Reports, (3) Administration and (4) Form Management. Once again, your screen may vary and the sections that you are able to see may or may not be present. If a section discussed in this user guide is not present on your screen, then you do not have access to view it or manipulate the data contained in that section.

As you will note, each available link is underlined for you. The DRE logo itself is also a link. When using the DRE Data Tracking form, you will enter many different areas of the site and view many different screens. If, at any time, you would like to return to this main page, you may click on either the DRE logo itself or the **Admin Home** button at the bottom of the page. Both of these links are labeled by the "A" arrows.

Logging Out

Once you have gained access to the DRE Data Tracking form, you will be able to enter data into the Data Tracking form, enter toxicology reports, create reports, and manage your user and region/agency information. After you have done this and would like to leave the site, you will need to logout. There are three ways by which you can log off of the DRE Data Tracking form:

1. Close your web browser.
2. Navigate to another web site by entering a new web site address.
3. Use the **Logout** button (shown as "B" arrows in figure 1.4).

Please note that if you selected the "Remember Login" button on the opening login screen and you would now like your browser to forget your password, then you will need to perform the third option listed above: logging out of the system. The **Logout** button will not only log you off of the system, but it will also remove your password information from your computer's cache;

therefore, no one can enter the site with your password. The next time that you access the site you will need to input both your user ID and password.

Please note that by clicking the **Logout** button at the bottom of the page, you will be taken to the login screen for the site. It is at this point that you may either shut your browser down—if you have no other use for your browser at that time—or you may navigate to another web site on the World Wide Web. If you logout of the system and then use the “Back” button on your browser, you will be unable to manipulate any of the data; you must log back into the system.

Data Tracking Form

Now that you are familiar with the login and logout processes of the DRE Data Tracking form, we will now learn how to use the Data Tracking form itself. To enter the Data Tracking form on the web site, select the **Data Tracking Form** link on the main page of the DRE web site. The link is located under the “Data Entry” section of the site.

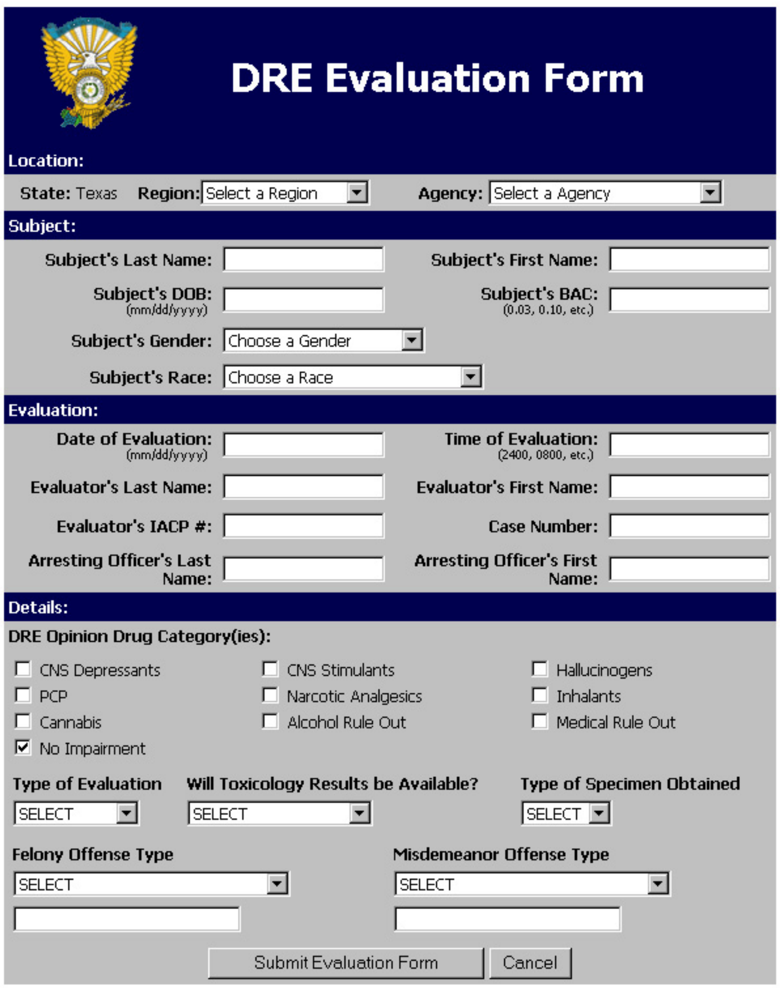


Figure 1.5

Once you have selected this link, you will be taken to a new screen. Figure 1.5 is an illustration of what the Data Tracking form will look like. As with the main screen of the DRE web site, what is illustrated in this user guide may differ from what you see on your monitor, as well as provide some options that you will not be able to access.

The Data Tracking form, like the main page of the DRE Data Tracking form web site, is divided up into different sections. A blue bar designates each section with the section name in that area. The first section that we will discuss is the "Location" input area. Depending on your level of access to the site, you may or may not have the ability to change any of the information in this area.

If you are allowed to change the information, then the state, region, or agency listing will be in a drop-down box. In order to change the entry (if a drop-down box appears), simply click on the down arrow to the right of the text. This will open the drop-down box for you and you will be able to select the appropriate option. If no drop-down boxes appear, then the information will already be filled in for you and you will *not* be allowed to alter it.

The next section that we will discuss is labeled "Subject" and is the second option on the form. In this area, you will be allowed to modify the subject's last and first name, date of birth (DOB), blood alcohol content (BAC), and both gender and race. For entries such as DOB and BAC, example information will be supplied so that the proper format for inputting that information may be submitted. Please note that you must enter the information as shown (such as mm/dd/yy) or else it will not submit properly. If no example is provided for a field that you are unsure of, please contact your agency or regional representative to inquire.

After completing the subject section of the form, you will need to move on to the section labeled "Data Tracking". Included in this area of the form is a field for the date and time of the Data Tracking, evaluator's first and last name, the evaluator's IACP number, the case number, and the arresting officer's first and last name. As before, please be sure to input the information in the format as requested or it will not submit properly.

> **Warning:** Please be sure and use military time (e.g. 0800, 2400, 1350, etc.) for the time field. Do not include colons or "a.m." and "p.m." notations with the time. Failure to follow this format will result in incomplete Data Tracking forms.

The last section that you will need to complete before submitting the form is the "Details" section. There are 10 check boxes that you can select in the first section, labeled "DRE Opinion Drug Category(ies)". You are able to select more than one option by simply clicking in the box with your cursor. When you do this, a small check will be placed next to the drug that you designated. If you would like to deselect a drug, just click in the box once more and the check will disappear. More than one checkbox may be checked at one time.

Once you have selected all of the drug categories (or single category), you will need to use the drop-down boxes near the bottom of the page to select the type of Data Tracking, whether or not the toxicology results are available, the type of specimen obtained, and information on felony and misdemeanor offense types. If toxicology results are available and you choose the option "Yes, test is complete", then when you submit the form you will automatically be forwarded to another screen to input the toxicology results. If toxicology results are pending, the Data Tracking form will be placed in a queue under *Toxicology Results*, which may then be located on the main page of the site. Refer to the section labeled *Toxicology Results* for information on entering the results.

The "Felony Offense Type" and "Misdemeanor Offense Type" not only have drop-down boxes for you to select from, but also two input fields. You will need to input information into the empty text areas—listed directly beneath the drop-down box for each field of information—if and only if you select the "Other – Please enter in box below" choice from the drop-down box. If you do not select this option, then you may leave the field blank.

As soon as you have completed the Data Tracking form, read over it one more time to make sure that all of the information that you included is accurate and that all of the information being submitted is correct. Click once on the **Submit Data Tracking Form** button. Pressing this button more than once may result in the submission of more than one Data Tracking. It may take up to a minute or more to completely upload the Data Tracking, so please be patient.

Toxicology Results

To enter toxicology results into a previously entered record, choose the **Toxicology Results** link from the main screen. Figure 2.0 is an illustration of what you will see on your computer monitor. Choose the link "Enter Toxicology" on the row that contains the suspect's name for which you which you wish to edit. You will note that each row of information will be of a different shaded color. The gray and white shading will be more pronounced on your monitor.

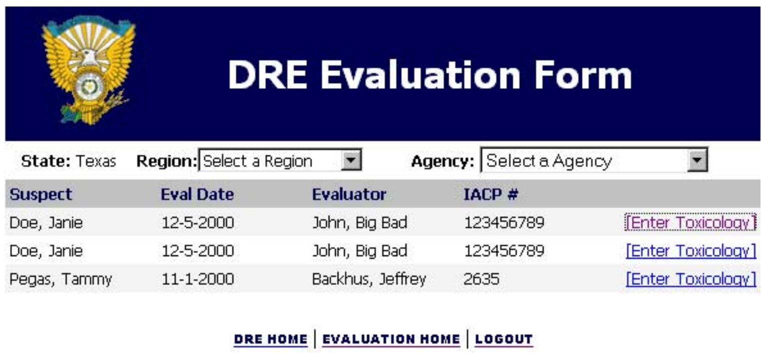
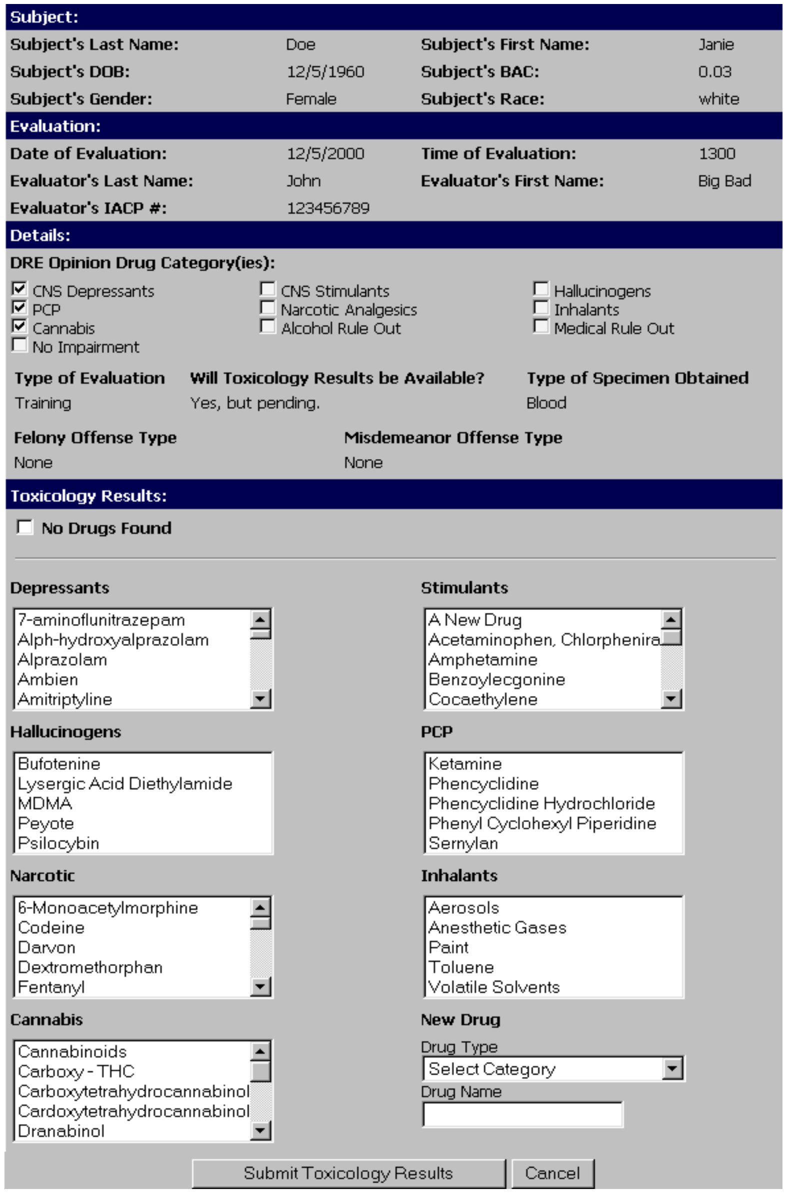


Figure 2.0

When you choose the option to "Enter Toxicology", the screen will display the information originally entered into the Data Tracking Form plus an additional section titled "Toxicology Results". In figure 2.1 you will see an illustration of an example toxicology report. This illustration represents the same screen that you will see if you choose the option "Yes, test is complete" when you originally submitted the suspect's information.

> **Note:** You will not be able to edit any information in the subject, Data Tracking, or details sections. You will only be able to enter the toxicology results in the toxicology section.


Subject:

Subject's Last Name:	Doe	**Subject's First Name:**	Janie
Subject's DOB:	12/5/1960	**Subject's BAC:**	0.03
Subject's Gender:	Female	**Subject's Race:**	white

Evaluation:

Date of Evaluation:	12/5/2000	**Time of Evaluation:**	1300
Evaluator's Last Name:	John	**Evaluator's First Name:**	Big Bad
Evaluator's IACP #:	123456789		

Details:

DRE Opinion Drug Category(ies):

- [x] CNS Depressants
- [x] PCP
- [x] Cannabis
- [ ] No Impairment
- [ ] CNS Stimulants
- [ ] Narcotic Analgesics
- [ ] Alcohol Rule Out
- [ ] Hallucinogens
- [ ] Inhalants
- [ ] Medical Rule Out

Type of Evaluation	Will Toxicology Results be Available?	Type of Specimen Obtained
Training	Yes, but pending.	Blood

Felony Offense Type	Misdemeanor Offense Type
None	None

Toxicology Results:

- [ ] **No Drugs Found**

Depressants
7-aminoflunitrazepam
Alph-hydroxyalprazolam
Alprazolam
Ambien
Amitriptyline

Stimulants
A New Drug
Acetaminophen, Chlorphenira
Amphetamine
Benzoylecgonine
Cocaethylene

Hallucinogens
Bufotenine
Lysergic Acid Diethylamide
MDMA
Peyote
Psilocybin

PCP
Ketamine
Phencyclidine
Phencyclidine Hydrochloride
Phenyl Cyclohexyl Piperidine
Sernylan

Narcotic
6-Monoacetylmorphine
Codeine
Darvon
Dextromethorphan
Fentanyl

Inhalants
Aerosols
Anesthetic Gases
Paint
Toluene
Volatile Solvents

Cannabis
Cannabinoids
Carboxy - THC
Carboxytetrahydrocannabinol
Cardoxytetrahydrocannabinol
Dranabinol

New Drug
Drug Type
Select Category
Drug Name

Submit Toxicology Results | Cancel

Figure 2.1

The toxicology section contains one checkbox, seven select boxes, one drop down select list, and one text box. To place a checkmark in the "No Drugs Found" checkbox, simply click your mouse in the checkbox. To remove the checkmark, click once in the checkbox.

The seven select boxes are divided up into drug categories. If the suspect's toxicology results contain one or more drugs, you will need to scroll through the different categories to locate the confirmed drug. To select one drug, simply click on the name of that drug. To select more than one drug in the same category, hold down the **CTRL** key on your keyboard while simultaneously clicking on the drug names with your mouse cursor.

If the toxicology results contain the name of a drug that is not listed under the predefined drug categories, you may use the drop down list and text box labeled "New Drug". To choose the category of the new drug, click on the downward pointing arrow on the right side of the "Drug Type" drop-down box. To select a drug category, single click on the name of the category. Once you have selected the drug category, enter the name of the new drug in the "Drug Name" text box below.

As soon as you have completed the toxicology results section of the form, read over it one more time to make sure that all of the information that you included is accurate and that all of the information being submitted is correct. Click once on the **Submit Toxicology Results** button. Pressing this button more than once may result in the submission of more than one Data Tracking. It may take up to a minute or more to complete upload the Data Tracking, so please be patient.

Report Manager

The report manager allows an administrator to view report percentages at the national, state, regional, and agency levels. Figure 3.0 is an illustration of what you will see on your computer monitor.

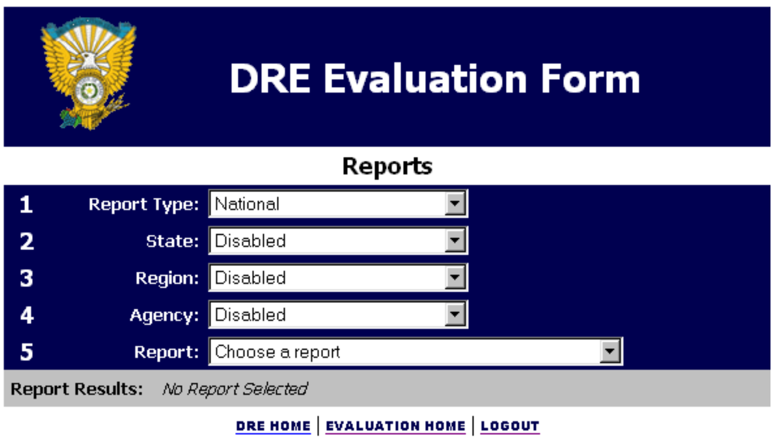


Figure 3.0

You will use the drop-down boxes to define your report. The first drop-down box titled "Report Type" is where you will define whether the report is a national, state, regional, or agency report. Figure 3.1 illustrates the options available from the "Report Type" drop-down list.

Figure 3.1

The last drop-down box titled "Report" is where you will define what type of report. Figure 3.2 illustrates the options available from the "Report" drop-down list.

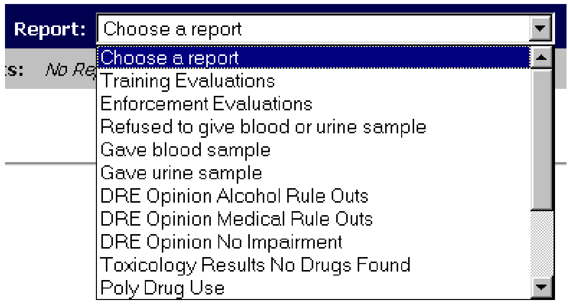


Figure 3.2

To select the report type, click on the downward pointing arrow, then move your mouse to the desired report level and single click. Depending on which option you have selected, the corresponding state, region, and/or agency list boxes will become active.

> **Note:** Any time that you see "Disabled" in a drop-down box, you will be unable to select an option for that field. You will need to redefine your report type in order to activate that option or report field.

To create a national report, choose "National" from the "Report Type" drop down box, which is the first set of drop-down boxes presented on this screen. Then choose a report from the "Report" drop down box. You will notice that when you choose to run a national report you will be unable to select any parameters for your report and will therefore be required to skip from the first option (the report type) to the fifth (the report). However, if you wish to run a state, region, or agency report, the corresponding drop-down boxes will become active for you. Experiment a few times by trying to run different types of reports. The more you use the system, the quicker you will get at creating reports.

User Manager

The user manager allows an administrator to add new employees or revise existing employees' access levels and directory information. Figure 4.0 illustrates a statewide listing of all employees, their access levels, links to edit or delete existing employees, and a link to add new employees.

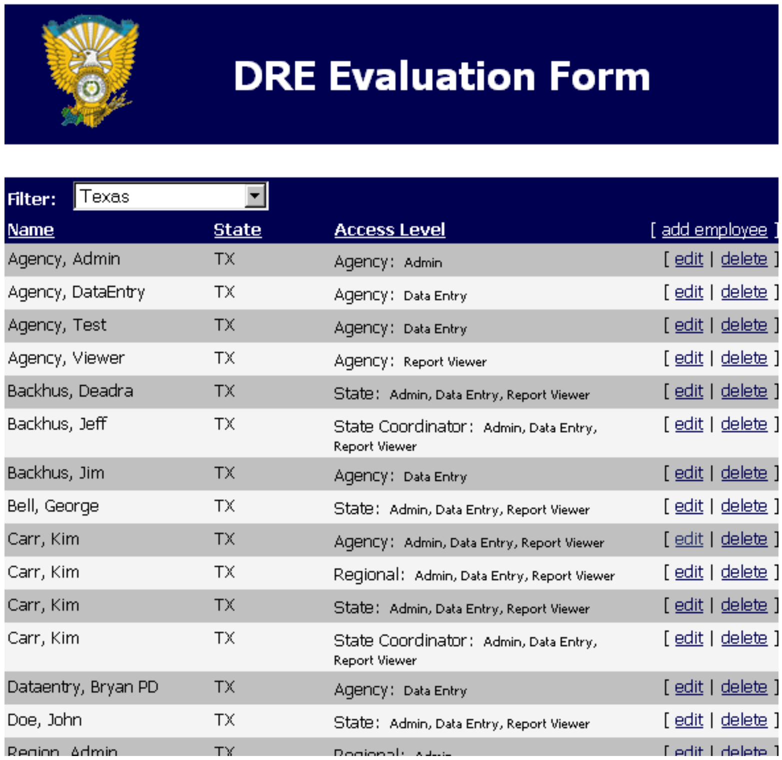


Figure 4.0

The user manager will allow you to order the list of employees by their name, state, or level of access. By default, the system will have the list ordered by the employees' last name. By clicking on the name of the column itself, you will be able to re-order the list.

If you would like to add an employee, choose the "add employee" link at the top of the report. The form to enter the employee's information will appear on a screen (similar to figure 4.1). There are two sections, one is required and the other is optional. You must fill out all information in the required section or else you will be unable to save the new employee. You do not need to supply information in the optional fields, but it is recommended. The more information you have for each employee, the better you will be able to manage the employee listing.

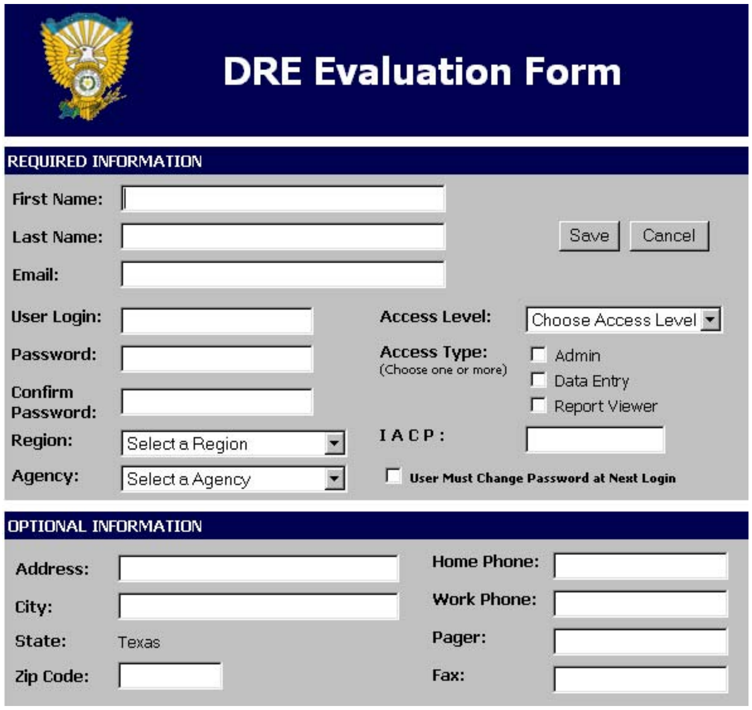


Figure 4.1

Next, you will notice a drop-down box for an individual's access level. This is where you will determine what type of access a person will be granted to the system.

Note: Depending on your own access level, you may or may not see this option.

The options available in the drop-down box for access level are dependent upon your own access level. You may only add employees at the same level as yourself or below. For example, if you are a state administrator then you may only add a new employee to the state level or below. This will ensure that no one will be granted access to a higher level without proper authorization from higher-level administrators. If you would like an individual added to an access level that is greater than your own, contact your regional administrator for assistance.

Next you will see three check boxes (if you have access to see these options) labeled "Access Type". This will allow you to define what type of entry an employee will be granted when logging on to the DRE Data Tracking web site. For example, if you check the "Report Viewer" option then this newly created employee will only see the options on the front page of the site that are related to viewing reports. If you select "Data Entry" then they will only see the sections on the site that corresponds to data entry. Lastly, if you check "Admin" then they will only be able to manipulate administrative functions.

You may check more than one box in the access level section of the new employee admin screen. Doing so will grant the new employee with all or a combination of sections on the site. If you are unsure of what type of access an individual is to receive, please contact your administrator for instructions.

Lastly, you will notice near the bottom right-hand side of the screen for the required information a checkbox with the description "User Must Change Password at Next Login" next to it. By checking this box, a user will be prompted to change their password the next time that they login. This is useful when an individual forgets their password. If an individual forgets their password, then we suggest that you do the following:

1. Login to the site using your username and password.
2. Access the user manager portion of the web site.
3. Locate the individual who has forgotten their password.
4. Edit that person's information by clicking on "edit" (in figure 4.0).
5. Double-check that they are using the correct user login.
6. Delete both their password and the confirmation password.
7. Enter a new temporary password and then confirm it on the screen.
8. Check the "User Must Change Password at Next Login" checkbox.
9. Click **Save** to finish.

Now you will need to contact the individual for whom you just reset their password. It is recommended that you send this information via email so that you can verify that the individual receiving the login information is indeed the individual to whom the access is granted. Be sure to send them both their user login and their new temporary password. Next, inform them that they will be prompted at the next login to enter a new password. By doing this, they will be able to ensure that no one, not even you the administrator, will know their password. This will help to maintain security on the site and for all of the employee records contained therein.

The next time that this user logs into the system, they will get a pop-up window, which is illustrated in figure 4.2. The user will be required to change their password. Once again, this will allow you to set a temporary password for them to gain access the first time and then they will be able to change it to their own personalized password upon entry.

Figure 4.2

To edit an existing employee's information, choose edit on the row that contains the employee's name. The form to edit the employee's information will appear like figure 4.3 below. You may make necessary changes to the employee's record and click on the **Save** button when complete.

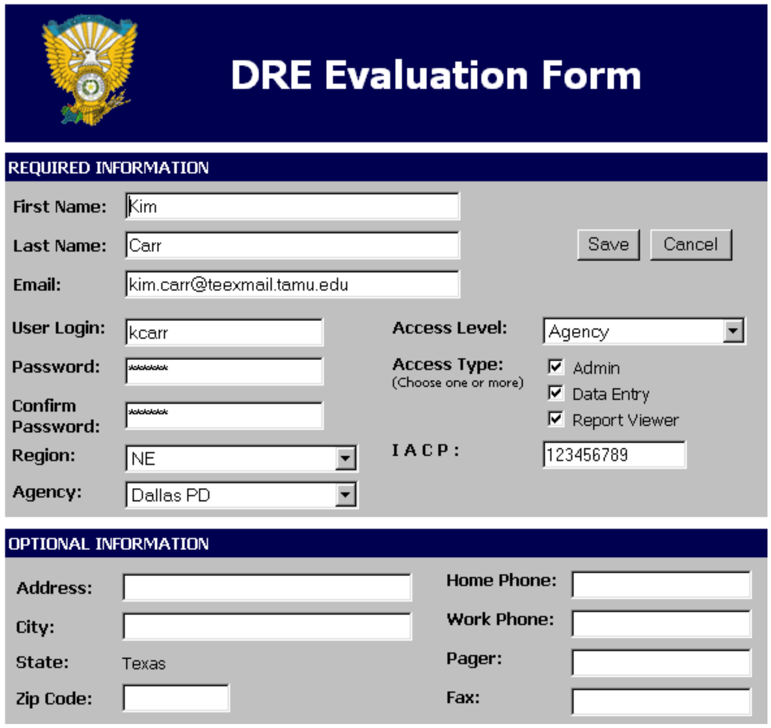


Figure 4.3

To delete an existing employee's information, choose the option labeled "delete" on the row that contains the employee's name. When you click on the link, before the employee's record is deleted a pop-up window will appear (see figure 4.4) stating "Are you sure you want to delete this employee?" Click **OK** to delete this user or click **Cancel** to abort the process.

Figure 4.4

Region and Agency Manager

The region and agency manager allows you to add or edit existing regions and agencies. If you are a national coordinator, you will be presented with a drop down-down box (see figure 4.5) to choose a state to view the regions, and the agencies within that region. To select a state, click your mouse on the downward pointing arrow to the right and use the scroll bar to go to the desired state; then click on the state's name to select it. This will forward you to a listing of all regions within that state and the agencies within each region (see figure 4.6).

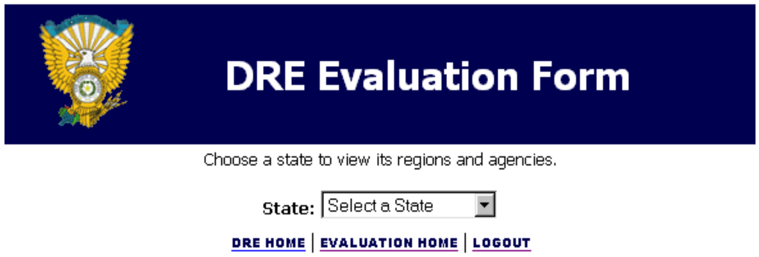


Figure 4.5

Once you have selected a state, all of the regions and their associated agencies will appear. The state screen, which is similar to the user manager screen, will allow you to add, edit, and delete both agencies and regions. Once a state is selected, you will be presented with a screen similar to that illustrated in figure 4.6.

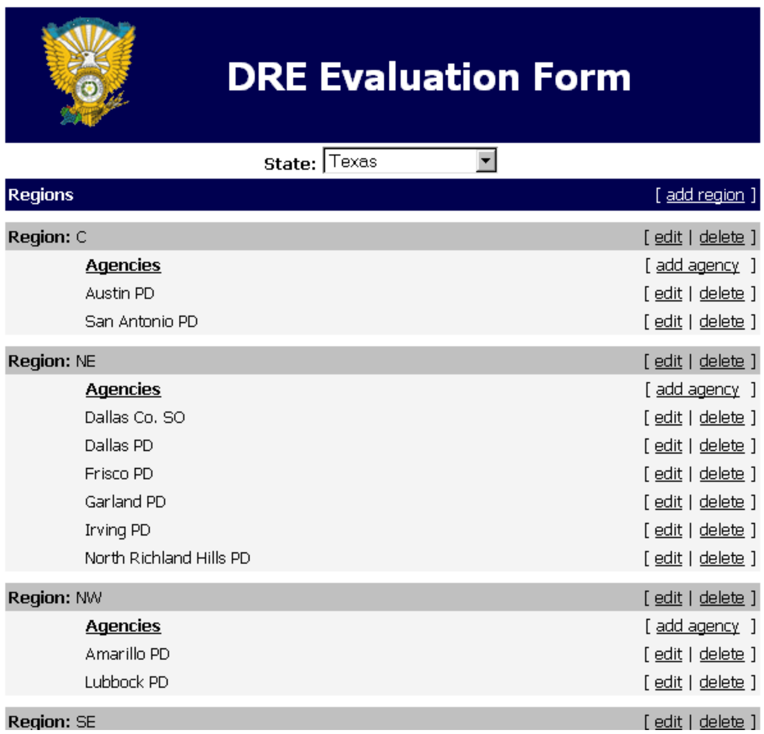


Figure 4.6

To add a region, click on the “add region” linked text near the top of the screen. When you do this, you will be required to supply specific information regarding the region. Please note that you may not be able to add, edit, or delete this information as it depends on your access level. If you do not have the ability to perform these functions and need information manipulated, please contact your administrator.

Editing and deleting regions is just as easy as adding them. First, locate the region that you would like to edit or delete. Once you have done this, follow the shaded line across the screen to the linked text that is labeled either “edit” or “delete”, depending on the function that you would like to perform. Click the option that you would like to perform and then follow the on-screen directions.

Editing the region will bring up a new screen that is similar to the screen that you will see when adding a region, however information will already be present that you will be able to edit. In regard to deleting a region, a pop-up window will appear confirming whether or not you would like to delete the region from the database. Clicking **OK** or **Cancel** on the pop-up window will either confirm or deny this action.

The adding, editing, and deleting of agencies is very similar to that of the region. First, locate the associated linked text for the agency that you wish to edit or delete, and then click on the option. If you are adding an agency, then simply locate the "add agency" linked text that is on the same line as the word "Agencies" under the region within which that agency resides.

> **Note:** Any changes that you make to the region and agency manager screen will appear in the user manager section. In other words, if you create six agencies in one of New York's regions, then six agencies (as well as the region itself) will appear in the drop-down boxes relating to the employee's region and agency identification. Refer to figures 4.1 or 4.3 for further reference.

Edit Data Trackings

You will have the ability to edit an Data Tracking if you are a national administrator. If you do not have this access level, then you will be unable to see or use this function. In order to have a submitted Data Tracking edited, you will need to contact your regional administrator, who in turn will contact the national administrator once the confirmation to edit has been confirmed.

For national administrators: In order to edit Data Trackings, locate the "Edit Data Trackings" link on the front page of the Data Tracking form. It should be the bottom-most option available to you, in the form management section. Once you select this option, you will be taken to a new screen (see figure 5.0).

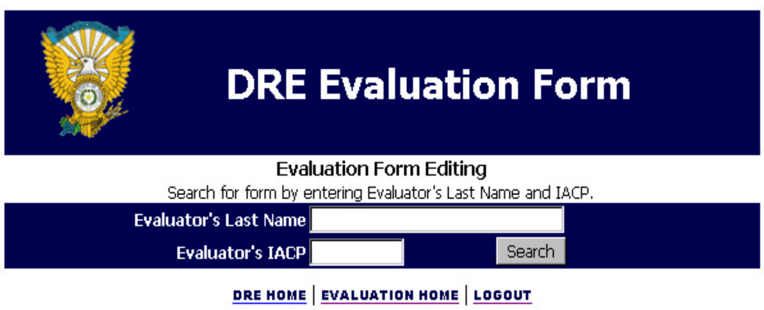


Figure 5.0

The first input field that you will need to enter on this screen is the name of the evaluator for whom you are trying to edit an Data Tracking for. In other words, if you are trying to edit an Data Tracking that Officer Smith inputted, then you will need to input "Smith" into the first entry field. Next, enter the evaluator's IACP number. This will help to limit the search results as only inputting the evaluator's last name may return a large number of hits, or search results.

> **Note:** You do not have to have both fields filled out, but doing so will ensure that only the most accurate search results will be returned. Remember that this is a national Data Tracking form that will search the entire database of evaluators. The more accurate that you can be with your search, the better your results and the quicker you will be able to find the Data Tracking that must be edited.

Once you have entered one or both (preferably both) of the input fields, click the **Search** button. Please be patient as it may take a short while for the system to complete its search and provide a list of possible hits to you. An example of what a resulting search might look like follows is illustrated in figure 5.1.

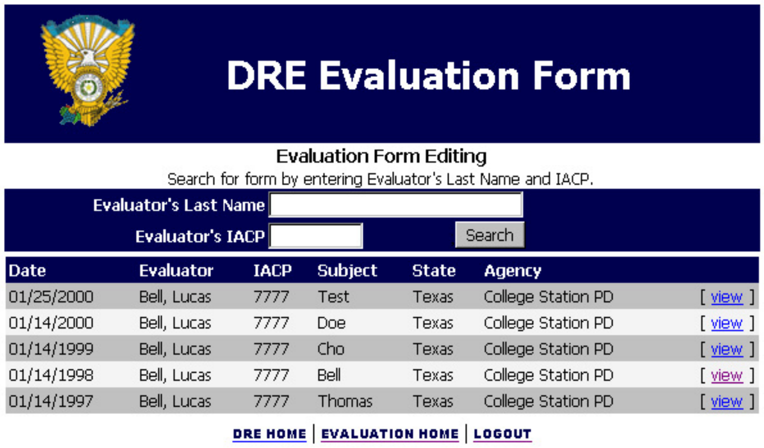


Figure 5.1

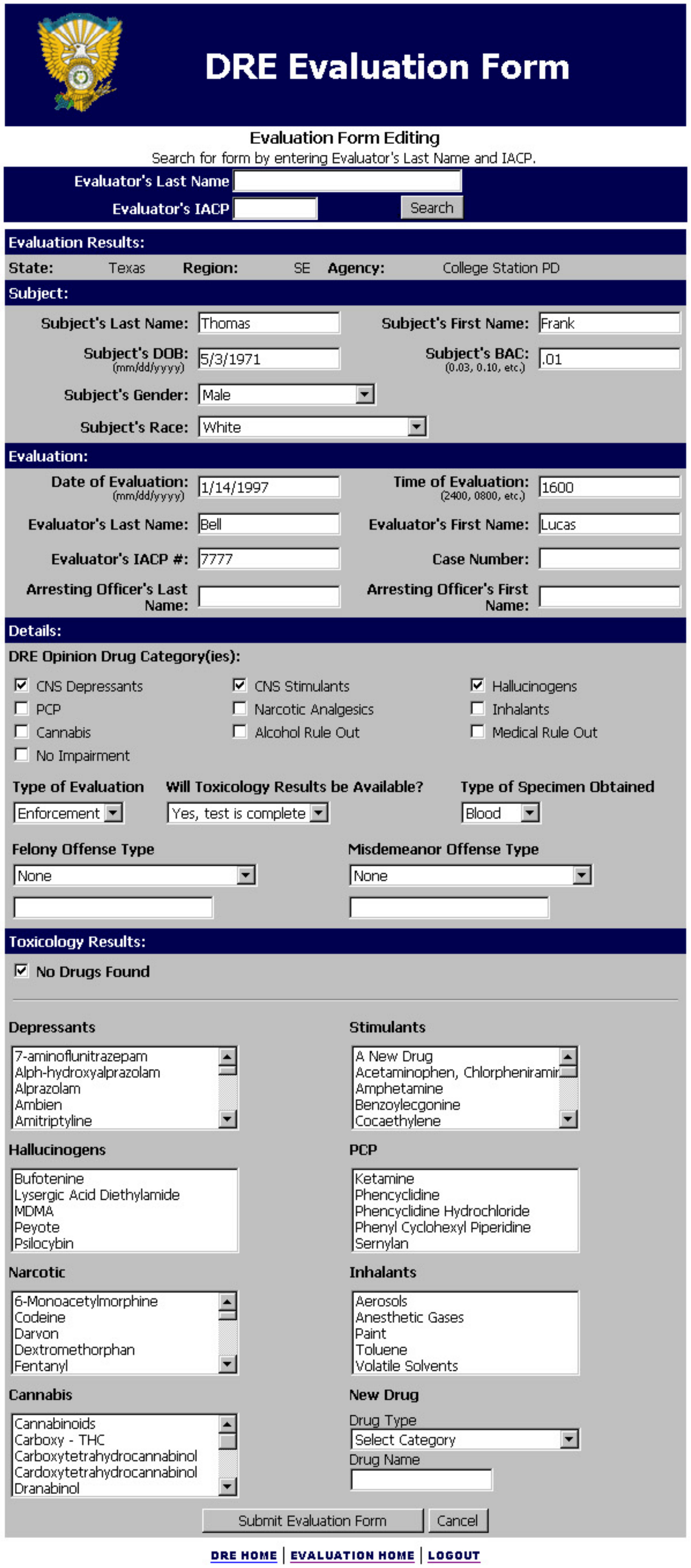
The number of results that are returned to you will depend on a number of factors. The result could net no results or a list long enough to make you have to scroll on the page to see them all. Once again, the more accurate you are with your search parameters, the better the results that you receive will be.

> **Tip:** Be sure and spell the evaluator's last name properly, as well as provide the correct IACP number. Small mistakes in spelling or incorrect IACP numbers will diminish your chances of finding the proper Data Tracking form. The IACP number will provide you with the best results as each number is unique to each evaluator, while similar last names will most definitely exist.

Once you have search results for the evaluator in question, you will need to evaluate which Data Tracking needs to be edited. You will need to do this by identifying the date on which it was submitted to the online system, the subject's name, and the agency (if more than one evaluator exists with the same last name). In the example search result (displayed in figure 5.1) there are five hits that came back to the user. All of the hits are for an evaluator named Lucas Bell with the IACP number of 7777. You will notice the state and agency that this fictional evaluator is with, as well at the dates at which he submitted specific Data Trackings and the subject's name for each of those Data Trackings.

If you needed to edit an Data Tracking for Lucas Bell, our example evaluator, for an Data Tracking that he did on January 14, 1997, on a subject by the name of Thomas, you would easily be able to locate it and view it. However, if you only knew the date of the Data Tracking you would need more information since there are four Data Trackings for our evaluator on this date. Therefore, having the subject's name is vital to locating the correct Data Tracking. In order to view and edit the Data Tracking, select the "view" linked text that is on the same line as the Data Tracking's information.

Figure 5.2 represents what will be displayed to you when you view (and edit) an Data Tracking.



DRE Evaluation Form

Evaluation Form Editing

Search for form by entering Evaluator's Last Name and IACP.

Evaluator's Last Name

Evaluator's IACP [Search]

Evaluation Results:

State: Texas **Region:** SE **Agency:** College Station PD

Subject:

Subject's Last Name:	Thomas	**Subject's First Name:**	Frank
Subject's DOB: (mm/dd/yyyy)	5/3/1971	**Subject's BAC:** (0.03, 0.10, etc.)	.01
Subject's Gender:	Male		
Subject's Race:	White		

Evaluation:

Date of Evaluation: (mm/dd/yyyy)	1/14/1997	**Time of Evaluation:** (2400, 0800, etc.)	1600
Evaluator's Last Name:	Bell	**Evaluator's First Name:**	Lucas
Evaluator's IACP #:	7777	**Case Number:**	
Arresting Officer's Last Name:		**Arresting Officer's First Name:**	

Details:

DRE Opinion Drug Category(ies):

- [x] CNS Depressants
- [x] CNS Stimulants
- [x] Hallucinogens
- [ ] PCP
- [ ] Narcotic Analgesics
- [ ] Inhalants
- [ ] Cannabis
- [ ] Alcohol Rule Out
- [ ] Medical Rule Out
- [ ] No Impairment

Type of Evaluation: Enforcement

Will Toxicology Results be Available? Yes, test is complete

Type of Specimen Obtained: Blood

Felony Offense Type: None

Misdemeanor Offense Type: None

Toxicology Results:

- [x] **No Drugs Found**

Depressants
7-aminoflunitrazepam
Alph-hydroxyalprazolam
Alprazolam
Ambien
Amitriptyline

Stimulants
A New Drug
Acetaminophen, Chlorpheniramir
Amphetamine
Benzoylecgonine
Cocaethylene

Hallucinogens
Bufotenine
Lysergic Acid Diethylamide
MDMA
Peyote
Psilocybin

PCP
Ketamine
Phencyclidine
Phencyclidine Hydrochloride
Phenyl Cyclohexyl Piperidine
Sernylan

Narcotic
6-Monoacetylmorphine
Codeine
Darvon
Dextromethorphan
Fentanyl

Inhalants
Aerosols
Anesthetic Gases
Paint
Toluene
Volatile Solvents

Cannabis
Cannabinoids
Carboxy - THC
Carboxytetrahydrocannabinol
Cardoxytetrahydrocannabinol
Dranabinol

New Drug
Drug Type: Select Category
Drug Name

[Submit Evaluation Form] [Cancel]

DRE HOME | EVALUATION HOME | LOGOUT

Figure 5.2

The Data Tracking form that will be displayed to you will be the exact same one as was submitted by the evaluator to begin with, in addition to the toxicology reports. All of the information on the Data Tracking form may be edited, using the same procedures necessary to manipulate the information. For more information on using the Data Tracking form (or the toxicology results portion of the page), please refer to the *Data Tracking Form* and *Toxicology Results* section of this user guide.

You will notice that, in addition to the Data Tracking form and toxicology reports, that the search fields are still present at the top of the page. This will allow you to conduct another search if this is not the Data Tracking that you were seeking. Also, you may use your browser's back button if you need to move back to your previous search results.

Once you are done editing the Data Tracking form and are ready to submit it, press the **Submit Data Tracking Form** button at the very bottom of the page. If you have made changes but decide that you do not want these changes to take effect, click the **Cancel** button. This will erase any change that you have made and will keep the information as it was before you began to manipulate it.

Frequently Asked Questions

1. When I try to log in to the system, I get a message that says, "Unable to log you on because you entered an invalid user ID. Check your user ID and try again." What does this mean?

   Getting this message means that you did not input the proper user ID. Please try logging in again, making sure that the user ID that you input is the one that you were assigned when you first registered with the system. If you are still unable to gain access to the site, contact your administrator and they will supply it to you.

2. I forgot my password, what do I do now?

   If you forget your password, then use the "Forget Password" link on the login page of the Data Tracking form. This linked text should be near the **Login** button, in yellow writing. When you select this link, you will be asked to input your email address. If your email address corresponds to an email that is in our databases, an automatically generated email will be sent to that address with your password information.

   However, if you are unable to input the correct email address (be it a new address that is not in our databases, a misspelled address, etc.), then please contact your administrator in order to have it reset. When you contact your administrator, be sure to include your name, IACP number, state, region, agency, and your user ID (if possible).

3. I do not have a user ID or password, who should I contact?

   In order to gain access to the DRE Data Tracking form, you will need to have an administrator provide access to you. Depending on your association with the DRE program (i.e. agency evaluator, state, region, or national administrator, etc.), the points of contact will vary. If you do not know your agency, state, or regional administrator, you may contact TEEX technical support by email and a representative will contact you. Please email WebSupport@TEEXmail.tamu.edu.

4. What does the "Remember Login" checkbox on the front page of the Data Tracking form do?

Please refer to the *Getting Started and Logging In* section of this user guide. Information pertaining to logging in and using this feature is discusses at length.

5. I have selected the "Remember Login" checkbox and entered the site, but I do not want my browser to remember my password anymore. How do I get it to "forget" my password?

   To have your password removed from your computer's cache, thus removing it from your computer's memory, press the **Logout** button, which is located at the bottom of each page on the Data Tracking form. This will effectively log you off of the system, as well as ensure that your password will not be saved.

6. Who should I contact if I have a question not listed in this FAQ section?

   Should you have a question that is not covered in this user guide or in the FAQ section, then please contact the Texas Engineering Extension Service's technical support staff either by visiting our support web site or by email us directly. Sorry, but all requests are handled by email. If your question requires that you speak with a representative on the phone, one will contact you. The contact information for the TEEX technical support staff is listed below:

   TEEX Web Support web site: http://teexcit.tamu.edu/support
   Email Address: WebSupport@TEEXmail.tamu.edu

7. What is the URL, or web site address, for the DRE Data Tracking form?

   The web site address for the DRE Data Tracking form is listed below:

   http://teexcit.tamu.edu/Data Tracking

8. What browser version do I need to view the site?

   In order for you to properly view and use the online DRE Data Tracking form, you will need to have Internet Explorer 4.0 or greater, or Netscape 4.0 or greater. It is recommended that you use Internet Explorer 4.0 or greater, though it is not required.

9. The web site does not come up on my browser when I try to view it. Why is this?

   If you are unable to view the online DRE Data Tracking form, then there may be a couple of problems. First, check to ensure that you have a connection to the Internet. You can do this by trying to access another site, such as a news web site, or other site that you are familiar with. If you can view and access other sites on the Web, then you will next need to make sure that you are using the correct web site address to access the Data Tracking form. The address is listed below:

   http://teexcit.tamu.edu/Data Tracking

   If, after double-checking the web site address, you are still unable to access the web site, then you may need to contact a TEEX web support technician. To do this, please use the contact information (either our web site or our email address), which is listed in question number six of this FAQ section.

10. My browser crashed while I was entering information on the Data Tracking form. Did my information save and what should I do now?

Unfortunately, browsers do sometimes crash when you are on web sites or when you are inputting information on a site such as the online DRE Data Tracking form. If your computer or browser crashes and closes down while you were in the middle of inputting data, then you most likely lost that information. The only time that information saves is when you hit the **Save** button, or other action button that will either save or update information.

To be sure, when you regain entry access the portion of the site that you were working on when you lost connection to the site. Check to see if your information is available to you for viewing. If not, then it was not saved. If it is available, then double-check to make sure that all of the information is correct and that all of the data that you were working with is up-to-date. If you are still unsure as to whether or not something saved, please contact your administrator.

Credits

Software Development: Andrew Harron, Lucas Bell, and Jeff Backhus
Documentation: Adam Henderson and Kim Carr
Project Liaison: Dean Kuznieski